CITY OF ST. LOUIS
BOARD OF ALDERMEN
REQUEST FOR PROPOSALS

FOR:	**PROGRAMS TO REDUCE CRIME AMONG AT-RISK YOUTH**
ISSUED:	**Saturday, October 1, 2016**
MAIL OR DELIVER PROPOSALS TO:	**The Honorable Terry Kennedy Chairman of the Public Safety Committee City of St. Louis 1200 Market Street (City Hall) Room 230 St. Louis, MO 63103**
PROPOSALS DUE:	**NO LATER THAN 4:00 P.M. CDT on Monday, October 31, 2016**

All proposals must be received by the above deadline, in a sealed envelope, with the envelope clearly marked 2017 RFP—YOUTH AT RISK on the outside. All proposals must be submitted on a USB drive. Paper copies will not be considered. All proposals must include a concise and thorough response to the RFP. Please direct questions to Joshua Kremer, Department of Public Safety at (314) 622-3391 or by email at kremerj@stlouis-mo.gov.

PURPOSE AND SCOPE:

The Public Safety Committee of the Board of Aldermen has approximately $950,000 available to appropriate for programs designed to prevent crimes perpetrated by youth in the City of St. Louis. The Committee is seeking proposals from qualified not-for-profit organizations to serve at-risk youth in the 11 to 24 year-old age demographic.

For the purposes of this RFP, crime prevention programs are defined as those programs that, either on an individual or group level, work to reduce the likelihood of youth involvement in criminal activity. Additionally, proposals may seek to establish, develop, and instill in the youth the necessary life-skills and tools to encourage current success and prepare them for future opportunities. The City is seeking proposals that utilize a culturally-cognizant community-based approach to prevent or deter all forms of crime and specifically appreciates those proposals which focus on reducing murder, assault and gang activity. Respondents to the RFP must present proposals that expand or sustain existing programs or create new programs that will impact the designated population.

PROPOSAL CONTENT AND FORMAT:

Proposals must be presented as **one** document in the order indicated below, titled accordingly and shall include only the requested information. Additional slides, pictures, examples, letters-of-support, or exhibits will not be considered and may not be included in your response to the RFP.

➢ APPLICATION / BACKGROUND / JUSTIFICATION

- Grant Application (Page 6)
- Organization background (Not to exceed 1 page)
  - Minority and women ownership of and participation in the organization
- Justification of support (Not to exceed 1 page)
  - Identify the need(s) being met by your program within the context of reducing youth crime
    - e.g. Employment, self-esteem, education, self-awareness

➢ PROGRAM DESCRIPTION

- Recruitment and retention (Not to exceed 2 pages)
  - Specific demographics the program will serve
    - Age, socio-economic data, etc. & the processes used to identify targeted youth
- All program details and components (Not to exceed 3 pages)
  - Program elements and when and where service will be provided
  - Who will administer / staff the program
    - Organizational chart of program staff
    - Title and description for each position
    - Staff resumes (Not to exceed 1 page per staff member – not included in page total)
    - Minority and women participation and direct contact with the youth
  - Resources required / utilized
  - Collaborative agreements / Memoranda of agreement / Subcontracts (not included in page total)

- Goals & Tracking (Not to exceed 3 pages)
    - Define program goals and objectives
    - Processes used to collect, analyze and report impact, progress and outcome data
- Program outlook, planning and future funding requirements (Not to exceed 1 page)

➢ BUDGET

- Please see Budget instruction sheet (Pages 7 & 8)

➢ CURRENT PROGRAMS (Not to exceed 2 page)

- Number and geographic distribution of participants
- Demographic characteristics
- Processes utilized to collect, analyze and report client demographic, recruitment, retention, impact, progress, and outcome data

➢ REQUIRED DOCUMENTATION & INFORMATION

↳ *These may be included as separate PDF documents*

- IRS Tax Determination Letter designating the organization as not-for-profit
- Government entities must confirm they are such as defined in Chapter 610.010(4) of the Missouri Revised Statutes, known as the Missouri Sunshine Law
- The City of St. Louis License Collector may grant 501(c)3 organizations exempt status from the Graduated Business License Tax upon request. Your exemption must be on file at the License Collector's Office. If you do not already have a business license exemption, please contact the License Collector's Office at (314) 622-4528 for instructions.
- Insurance documentation (See insurance requirements)
- Most recent federal 990 form (**do not include supporting schedules**)

SELECTION CRITERIA:

Providers will be selected from among those organizations submitting a proposal pursuant to this RFP based on an objective evaluation of the proposals which are deemed most advantageous to the City on the basis of the following criteria:

1. Specialized experience, qualifications and technical competence / approach of the organization, its principals, and staff as detailed in the proposal.
2. Ability of the organization to provide programming and services that address the specific needs of the youth through practicable, innovative solutions that focus on endemic issues among underserved populations. Eligible needs include:
    a. Academic Success
        i. Absenteeism or tardiness reduction efforts / programs
        ii. Suspension or expulsion alternatives / support
        iii. Academic performance
    b. Child Safety
        i. Children in foster care (support to children in care, their families, and reunification efforts)

    ii. Trauma-informed services for children and youth and their families
    iii. Family-centered services for children at risk of being put into care
  c. Justice-Involved or At-Risk Youth
    i. Substance abuse prevention programming
    ii. Support for youth in confinement or arrested
    iii. Alternatives to arrest / confinement
    iv. Juvenile-court involved children, youth and families
  d. Employment / Life-Skills
    i. Career centered internships
    ii. Exposure to professional environments
    iii. Stipend supported summer youth employment
    iv. Financial literacy
  e. Cultural Enrichment
    i. Self-esteem
    ii. Character
    iii. Personal development

3. Articulation and clarity of processes used to collect, analyze and report impact, progress, and outcome data / metrics. The City anticipates that successful contractors will provide quantitative or qualitative data in correlation with the services provided. NOTE: Since data / metrics may be challenging for some organizations, the City may be willing to support organizations that need technical assistance/guidance in tracking metrics.
4. The capacity and capability of the organization to perform the work within the calendar year.
5. Past record and performance of the organization (if applicable) with respect to quality of work and measured outcomes, including any past relevant record of performance of individual directors, principals or staff.
6. Proximity of the organization to the neighborhood(s) to be served.
7. Ability of the organization to meet statutory or ordinance requirements.
8. Percent of budget dedicated to directly serving youth (direct vs. indirect expenses).
9. Proportionality of funding requested to services provided. Organizations that are found to have requested an exorbitant level of funding relative to their capacity or in relation to the number of youth to be served will not garner the committee's support.
10. Minority and women participation in and ownership of the organization, specifically as it applies to the proposal and direct contact with the youth.
11. Alignment with the City of St. Louis P.I.E.R. Plan - preference will be given to organizations that serve children and youth in the 15 target neighborhoods. (Available online at https://www.stlouis-mo.gov/government/departments/mayor/initiatives/public-safety/pier-plan-final-report.cfm).
12. Partnership - as appropriate - with City of St. Louis recreation centers and facilities that connect the youth with their communities may be looked on favorably by the selection committee.
13. Organizations that can outline their strategic vision and a long-term commitment to youth in the City of St. Louis through enduring programs may earn further support for their proposal.

GENERAL TERMS, AMOUNTS, AND MISCELLANY:

The contract developed pursuant to this RFP shall become effective on or about January 1, 2017, and shall be in effect for one year; however contracts may be terminated by the City of St. Louis upon thirty days written notice.

The term "page" shall mean 8.5 x 11, 12 Pt font.

The Office of the Director of Public Safety is required to ensure that all organizations which are awarded a contract are current on all applicable taxes prior to release of funds. Please ensure that your organization is registered with, and not in arrears per the Collector of Revenue, City of St. Louis.

Organizations that are selected for funding will be provided with a template to submit the required monthly invoices and progress reports. Contractors may seek reimbursement on a monthly or quarterly basis. The City may also conduct site visits to monitor service delivery and progress toward goals as set forth in the contract.

The committee may offer all, a portion, or none of the funding requested in the proposal. If partial funding is offered, the contractor will be provided the opportunity to submit a revised scope-of-work and budget based on the reduced funding.

INSURANCE REQUIREMENTS:

- All proposals must contain a **letter of intent or an ACORD Form indicating current coverage** from an insurance company(s) authorized to do business in the State of Missouri, stating its willingness to insure the Contractor pursuant to the terms of the contract developed pursuant to this RFP. **Upon award of a contract**, the Contractor shall procure and maintain, at the Contractor's expense, the following insurance coverage for the period of the contract. Certificates (ACORD Form) evidencing the dates and amounts of such insurance must be provided to the City of St. Louis prior to execution of the contract.

    1. Workers' Compensation Insurance as required by the State of Missouri.
    2. Professional liability in the amount of $100,000.
    3. General Liability and Personal Injury Insurance up to $100,000 with the City named as a Certificate Holder on the ACORD Form.

LIMITATIONS:

This RFP does not commit the City of St. Louis to award a contract or to pay for costs incurred in the preparation of a proposal, or to procure or contract for service in connection therewith. The City of St. Louis reserves the right to accept or reject any or all proposals received as a result of this request, or cancel in part or in its entirety this RFP.

All proposals shall become the property of the City of St. Louis upon submission.

CITY OF ST. LOUIS, PUBLIC SAFETY COMMITTEE
YOUTH AT RISK CRIME PREVENTION
GRANT APPLICATION

Name of Applicant Organization:			
Legal Name / Doing Business As (if different than organization name):			
Address:			
City:	**State:**	**Zip Code:**	**FEIN:**
Primary Contact and Title:			
Telephone: ( ) -		**Email:**	
Project Title:			
Total Amount of Funding Requested: $			
Previous Y@R Grant award(s) and amount(s) by calendar year:			

Program Executive Summary	
o Total number of unduplicated youths to be served / total number of hours of service provided to youths o Age-range of youths to be served o Specific mechanism through which you will achieve the goal of youth crime reduction - i.e. mentoring session, career class, job placement o Location where services will be provided - Wards, neighborhoods - Facilities o Frequency of services provided - i.e. Weekly; biweekly o When services will be provided o i.e. Fall semester; Summer	

Name & Title of President / CEO or authorized Board Member	**Date:**
Print:	**Signature:**

Budget

Justifications, Assumptions and Instructions

A complete budget including all of the components mentioned below and the total amount of funding requested must be placed within your proposal as indicated on page 2.

General Instructions

All expenses must be accounted for with a total provided for each line item. The line item totals must correspond to your total request. Proposals must include a firm, fixed bid for completion of all tasks identified within the proposal. An award range of $15,000 to $200,000 has been established for all proposals submitted pursuant to this RFP.

Staff Request

Use the format below to include each staff position for which you are requesting funding. Please indicate full-time equivalents (FTE) so that the selection committee may properly evaluate cost for each staff position. Additionally, please list other sources of funding specific to the program that you have secured prior to submitting your application. If your program does not utilize other funding sources, including use of internal funds, please indicate that all positions are to be fully-funded through the Youth at Risk, Crime Prevention Grant.

Fringe Benefits

The selection committee recognizes that benefits such as health insurance, life insurance, retirement, etc. are commonly provided to full time employees, and that payroll taxes are required by statute. Accordingly, fringe benefit expenses may be included. Please provide benefit rate calculations for each position.

Staff Expense Example

Position Title	Y@R Grant FTE	Y@R Base Salary	Fringe Benefits %	Fringe Benefits $	Total Salary Request
Staff 1	.2	$9,000	.20	$1,800	$10,800
Counselor 1	.5	$17,500	.25	$4,375	$21,875
Coordinator 1	1	$30,000	.25	$7,500	$37,500
Totals	1.7	$56,500	~.23	$13,675	$70,175

Additional Sources of Funding
The Gray Foundation has awarded us a $40,000 grant that will cover a portion of the remaining budget. Internal funds will be used to address the remaining balance.

Direct Expenses

Describe in detail all expenses other than staff expenses and not including Indirect Expenses as defined under the next heading and explain how the costs are calculated for each item as applicable i.e. per individual. Other direct expenses include, but are not limited to:

- ➢ Transportation for youth / mileage
- ➢ Youth Stipends
- ➢ Project specific equipment
- ➢ Project specific supplies
- ➢ Incentives for youth
- ➢ External program staff
- ➢ Food / Snacks
- ➢ Recruitment materia

Direct Expenses	Per Youth	Amount
Van Transport x 100 Youth	$12	$1,200
Stipends x 100 Youth	$50	$5,000

Indirect Expenses

Indirect expenses include the portion of general organizational expenses such as support services (accounting, billing etc.), liability insurance, facility rent/lease, postage, telephone, utilities, office supplies etc. attributable to your Y@R program.

The selection committee will consider indirect expenses as a percent of **salary + direct expenses** (salary expense does not include fringe benefits). The committee requests that you disclose ALL indirect expenses and calculate your indirect expense rate to improve transparency. Lower indirect expense rates will be looked on favorably. If indirect expenses are requested, list the costs and calculate the percentage of indirect expenses as follows:

Indirect Expense Rate Calculation

Indirect Expense	Amount
Facility Rent	$3,800
Telephone / Cell	$1,500
Utilities	$500
Postage	$480
Liability Insurance	$500
Total Indirect Costs	**$6,780**
Total Salary Request	$56,500
Direct Expenses	$6,200
Total Salary + Direct Expenses	**$62,700**
$6,780 / $62,700 = .10 or 10%	